

**Administrative Office of the Courts/Probation**

**REQUEST FOR TUITION REIMBURSEMENT**

The cost of any course(s) of instruction related to the job of an individual may be reimbursed at the rate of 50% to 100% of the tuition costs. Employees are eligible to apply for tuition reimbursement after they have successfully completed their original provisional period. The course(s) may be by correspondence or by attendance of classes at a university, college, vocational, or technical school. Job relatedness and the percent of reimbursement shall be determined by the Administrator or the designee thereof. Such reimbursement is for tuition only and does not include fees or textbook costs.

Application for tuition reimbursement is to be made prior to the start of the course(s) on a "Request for Tuition Reimbursement" form which is available from the Administrative Office. Approval of the request must be secured by the applicant from the immediate supervisor and the Administrator.

Upon successful completion on any approved course of study, the applicant shall submit an expense voucher with a copy of a class record, a grade, and a receipt for tuition payment, which will serve as the documentation for reimbursement of the approved amount. Eligibility for reimbursement requires a course grade of at least "C" or equivalent, or "pass" for pass/fail courses.

Employees who receive tuition assistance may be asked to reimburse the Nebraska Supreme Court System if they leave their employment within 1 year of the course completion date.

Name: \_\_\_\_\_

District: \_\_\_\_\_

Position: \_\_\_\_\_

Name of School: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Schedule (hours): \_\_\_\_\_

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Total Tuition: \_\_\_\_\_

Number of Credits: \_\_\_\_\_ Cost Per Hour: \_\_\_\_\_

Will you be receiving or applying for tuition assistance from any other sources?

\_\_\_\_ Yes \_\_\_\_ No

If yes, please list \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Include verification of cost per hour (copy of course manual, brochure, etc.)

This course is job related because of the following factors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

I recommend approval of this request and am satisfied that participation in this study will not interfere with this employee's work performance.

Date: \_\_\_\_\_ Direct Supervisor's Signature: \_\_\_\_\_

Tuition reimbursement approval at the rate of \_\_\_\_\_ %

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ ADMINISTRATION \_\_\_\_\_

DISAPPROVED \_\_\_\_\_ DATE \_\_\_\_\_ ADMINISTRATION \_\_\_\_\_